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Check-in/Unsched. Visit

Introduction

The Check-in/Unsched. Visit option is used to schedule in an unanticipated appointment (for current date or past date) or to record a patient's arrival time (check in time) for statistical purposes for existing and/or unscheduled appointments.

To add a new unscheduled appointment, the patient must be actively enrolled in the selected clinic. If the patient is not enrolled in the specified clinic, you will have the opportunity to either enroll or schedule the patient for a consultation.

You may also check out a patient using this option when adding a new unscheduled appointment. When you choose checkout, a checkout interview is displayed. Depending on how parameters are set at your site and classification criteria, the checkout interview may prompt you for provider, diagnosis, classification, and procedure code information. The default provider and diagnosis assigned to the clinic through the Set up a Clinic option (if any) appear as defaults. If all required information is entered, the appointment is automatically checked out.

If an unscheduled appointment is entered, you may print a routing slip for the visit. If you are entering the unscheduled appointment at the time it is actually occurring, you may be able to issue a request for the patient's records. This will only occur if your site is running the Record Tracking package and the clinic has been so defined in Record Tracking. A request notice is automatically printed on the appropriate file room printer.

If while adding a new unscheduled appointment, you select a clinic where the clinic parameter, ASK FOR CHECK IN/OUT TIME, (Supervisor menu - Set Up a Clinic option) is set to YES, you will be prompted for a checked in/out date/time.

To schedule an appointment type of COLLATERAL, EMPLOYEE, or SHARING AGREEMENT requires the patient to be registered with a primary eligibility or other entitled eligibility of COLLATERAL, EMPLOYEE, or SHARING AGREEMENT. If the selected appointment type has subcategories, you will be asked to select the appropriate subcategory.

Any appointment made through this option will have a purpose of visit status of UNSCHEDULED VISIT.

Check-in/Unsched. Visit**Example****Example 1 - Checking in an unscheduled visit**

Select PATIENT NAME: **SMITH,CLAYTON** 08-06-43 122333444 SC VETERAN

This patient has no appointments scheduled today.

Do you want to add a new 'unscheduled' appointment'? **YES**

Select Clinic: **CARDIOLOGY**

Current Enrollment: **OPT**

APPOINTMENT TIME: NOW// **<RET>** (AUG 16, 1996@08:53)

APPOINTMENT TYPE: REGULAR// **SHARING AGREEMENT**

THE [SHARING AGREEMENT] APPOINTMENT TYPE

HAS THE FOLLOWING SUB-CATEGORIES DEFINED.

FBI

CIA

ENTER THE SUB-CAT FOR THE [SHARING AGREEMENT] APPT TYPE: FBI// **<RET>**

ISSUE REQUEST FOR RECORDS? YES// **<RET>**

Select Appointment Check In or Check Out: (CI/CO): **CI** Check In

CHECKED-IN: AUG 16, 1996@08:53// **<RET>** (AUG 16, 1996@08:53)

...checked in AUG 16, 1996@08:53

THIS PATIENT HAS OTHER ENTITLED ELIGIBILITIES:

SERVICE CONNECTED 50% to 100%

ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: PRISONER OF WAR// **<RET>**

DO YOU WANT TO PRINT A ROUTING SLIP NOW? **NO**

Example 2 - Recording the check in time for statistical purposes for a scheduled visit

Select PATIENT NAME: **CHABOT,JOHN** 10-27-70 456765879 SC VETERAN

Appointment at 0900 on 08/16/96 in CARDIOLOGY

CHECKED-IN: AUG 16, 1996@08:53// **<RET>** (AUG 16, 1996@08:53)

...checked in

Do you want to add a new 'unscheduled' appointment'? **NO**

Make Appointment

Introduction

If the appointment time is outside of the normal hours for the clinic and does not occur before the hour that the clinic display begins or ends, and you hold the overbook key, you will be asked if you wish to overbook. If the above conditions are true and you do not hold the overbook key, you will be told that no open slots are available for booking. Otherwise, the system will ask "WHEN??", signifying that this time is not an allowable time to book an appointment.

If the clinic is cancelled only for a portion of a day it is scheduled to meet, this will be represented in the display by "XXXs" printed in the cancelled time slots. The system will alert you with a message if you attempt to schedule during that time. For example, if a clinic meets from 8:00 to 12:00 and the clinic has been cancelled from 11:00 to 12:00, you would see:

```
| 8      | 9      | 10     | 11     | 12     |
| 4 4 4 4 | 4 4 4 4 | 4 4 4 4 | XXXXXX | XXXXXX |
```

Entire days that have been cancelled will appear as follows:

```
| 8      | 9      | 10     | 11     | 12     |
***CANCELLED***
```

To schedule an appointment type of COLLATERAL, EMPLOYEE, or SHARING AGREEMENT requires the patient to be registered with a primary eligibility or other entitled eligibility of COLLATERAL, EMPLOYEE, or SHARING AGREEMENT. If the selected appointment type has subcategories, you will be asked to select the appropriate subcategory. This will also occur in other options where you may make an appointment - Make Consult Appointment, Multiple Appointment Booking, etc.

If you schedule an appointment in the past, depending on how parameters are set at your site, you may be prompted for a checkout date/time, and a checkout interview may be displayed. The checkout interview may prompt for classification, provider, diagnosis, and procedure codes for the selected appointment.

If you enter a past appointment date after 10/1/93 but prior to today, the appointment is automatically checked out. If you enter a past appointment for today (for example, it is now August 1, 1996@0800 and you enter an appointment for T@07:30), you are prompted to select either check in or checkout. It is important to remember that date **and** time are considered when determining whether an appointment is past or future.

Make Appointment

Example

Example 3 - No pending appointments, do not enroll in the clinic, schedule for a consultation.

Select CLINIC: **PODIATRY**
 Select PATIENT NAME: **MASON,ANDREW** 03-26-71 706731670 YES SC VETERAN

APPOINTMENT TYPE: REGULAR// **SHARING AGREEMENT**
 THE [SHARING AGREEMENT] APPOINTMENT TYPE
 HAS THE FOLLOWING SUB-CATGEGORIES DEFINED.

FBI
 CIA

ENTER THE SUB-CAT FOR THE [SHARING AGREEMENT] APPT TYPE: FBI// **<RET>**
 NO PENDING APPOINTMENTS

PATIENT NOT ENROLLED IN CLINIC!

WANT TO ENROLL HIM IN PODIATRY? **N** (No)

WANT TO SCHEDULE PATIENT FOR CONSULT? **Y** (Yes)

DISPLAY CLINIC AVAILABILITY STARTING WHEN: **T** (MAY 10, 1996)

PODIATRY
 MAY 1996

TIME	12	1	2	3	4	5	6	7	8
DATE									
TU 14	[1 1 1 1]								
TU 21	[1 1 1 1]								
TU 28	[1 1 1 1]								

JUN 1996

TU 04	[1 1 1 1]
TU 11	[1 1 1 1]
TU 18	[1 1 1 1]
TU 25	[1 1 1 1]

15 MINUTE APPOINTMENTS (VARIABLE LENGTH)

**** SPECIAL INSTRUCTIONS ****

OVERBOOKS NOT ALLOWED

DATE/TIME: **051496@12** (MAY 14, 1996@12:00)

LENGTH OF APPOINTMENT (IN MINUTES): 15// **<RET>**

15-MINUTE APPOINTMENT MADE

WANT PATIENT NOTIFIED OF LAB, X-RAY, OR EKG STOPS? No// **Y** (Yes)

ENTER TYPE AND TIME (I.E. 'LAB@8:30'): **XRAY@11** SCHEDULED

ENTER TYPE AND TIME (I.E. 'LAB@8:30'): **<RET>**

OTHER INFO: **PATIENT COMPLAINS OF ANKLE PAIN**

THIS PATIENT HAS OTHER ENTITLED ELIGIBILITIES:

SHARING AGREEMENT

ENTER THE ELIGIBILITY FOR THIS APPOINTMENT: SC LESS THAN 50%// **SHARING AGREEMENT**

Select CLINIC:

Sharing Agreement Category Update

Introduction

This option allows the user to define subcategories for admitting regulations and assign them an active status. Each regulation may have multiple subcategories. You may associate subcategories with any admitting regulation but the intent of this option is to do so for the “sharing agreement” admitting regulation.

This information is utilized at the site level only and is not transmitted to a national database.

Example

```
Select VA ADMITTING REGULATION NAME:  28  SHARING AGREEMENT  17.46(d)
Select SHARING AGREEMENT SUB-CATEGORY NAME:  DOD
Are you adding 'DOD' as
a new SHARING AGREEMENT SUB-CATEGORY (the 1ST)?  Y  (Yes)
SHARING AGREEMENT CATEGORY ACTIVE:  1  YES
```

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